

B-15: Payroll/AP Accountant

Date of Hire: 11/29/2010

Referral Source of Hire: Accountemps

# of Interviewees for position and  
Referral sources of interviewees

2

Accountemps  
Accountemps

OPEN DATE:

CLOSE DATE:

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**NEWPORT TELEVISION**  
**WPTY/WLMT/WJKT**

**Payroll/Payable Accountant**

Newport Television needs an experienced Payroll/Payable Accountant. Performs all activities necessary to process payroll including entering new hires in the payroll system, posting changes in pay and tax status, checking and auditing timekeeping records for compliance with established standards, maintaining time and attendance records, processing involuntary deductions such as levies and garnishments, and other miscellaneous changes. Also responsible for processing and payment of station accounts payable.

Minimum requirements: 3- 5 years of hands on experience in processing payroll. Computer, communication and organizational skills are a must. Excel, Word and 10 key required. ADP Payforce experience preferred. Must be detail-oriented, able to multi-task.

Please send resume to:

Newport Television, LLC  
Business Manager  
2701 Union Avenue Extended  
Memphis, TN 38112

**PLEASE NO PHONE CALLS**

**Equal Opportunity Employer**



### Ad Placement CHECKLIST

Vacant Position: Payroll/AP Accountant

Date Position Opened: 10/20/10

Please check next to the organization(s) that you would like to place your ad. Please attach a copy of your ad.

#### Organization

|   |                 | Check Source<br>to use | Completed |
|---|-----------------|------------------------|-----------|
| EEO LETTERS (see list on back for list of org.)     |                 | ✓                      |           |
| My Eyewitness News Website                          | N/C             | ✓                      |           |
| NPTV Website  | N/C             | ✓                      |           |
| TVJobs  | N/C             | ✓                      |           |
| 602 COMMUNICATIONS                                  | N/C             |                        |           |
| Broadcast Engineering Magazine**                    | \$567/30        |                        |           |
| CareerBuilder                                       | \$419/30        |                        |           |
| MediaRecruiter.com                                  | \$199/30        |                        |           |
| Memphis Jobs  | \$299/30        |                        |           |
| Monster.com   | \$325/30        |                        |           |
| National Association of Black Journalists (NABJ)    | \$150/30        |                        |           |
| National Association of Broadcasters (NAB)          | \$250/30        |                        |           |
| National Association of Hispanic Journalists (NABJ) | \$100/30        |                        |           |
| Spots N Dots  | \$297/30        |                        |           |
| Yahoo Hot Jobs                                      | \$349/30        | ✓                      |           |
| TVTechnology.com                                    | \$2 per word/30 |                        |           |

\*\*Cost may vary depending on the length of the ad.

Karen Wills 10/20/10  
 Manager Signature Date  
[Signature] 4/10/11  
 Business Manager Approval Date



## EEO Check List

Position: Payroll/AP Accountant

Open date 10-20-10 Close date 11-23-2010

| Responsibility  | Description  | Date  | Initials |
|-----------------|--|-------|----------|
| Kimberly Taylor | Received notice of opening   | ✓     | KJ       |
| Kimberly Taylor | Prepare open file  | ✓     | KJ       |
| Department Head | Complete ad placement form   | ✓     | KJ       |
| Freddie Milton  | Mail referral letters & email station Webmaster & Corp. Webmaster to post on-line          | 10/20 | JM       |
| Freddie Milton  | Post opening on internally (Bulletin Boards)   | 10/21 | JM       |
| Brent Booth     | Post on station web site   | ✓     | KJ       |
| Maggie Staneki  | Post on Corporate Web Site   | ✓     | KJ       |
| Freddie Milton  | Return completed ad placement form with copy of all ads placed attached to EEO Coordinator | 10/21 | JM       |
| Interviewer     | Ensure all candidates interviewed complete application & candidate profile form            | ✓     | KJ       |
| Interviewer     | Select candidate / review w/GM   | ✓     | KJ       |
| Interviewer     | Complete applicant recruiting summary  | ✓     | KJ       |
| Interviewer     | Notify candidate   | ✓     | KJ       |
| Interviewer     | Review File w/Department Head  | ✓     | KJ       |
| Interviewer     | Return closed EEO file which includes all resumes and applications to Kathleen             | ✓     | KJ       |
| Karen Wills     | Review file  | 10/21 | KW       |
| Kimberly Taylor | Close file   |       |          |
| Freddie         | Add info to current Public File Report   | 10/22 | JM       |
| Freddie Milton  | Remove job description posting from bulletin board & return to Kim to place in EEO file    | 11/24 | JM       |



## Ad Placement CHECKLIST

Vacant Position: Payroll/AP Accountant

Date Position Opened: 10/20/10

Please check next to the organization(s) that you would like to place your ad. Please attach a copy of your ad.

| Organization  |                 | Check Source<br>to use | Completed |
|---|-----------------|------------------------|-----------|
| EEO LETTERS (see list on back for list of org.)     |                 | ✓                      | ✓         |
| My Eyewitness News Website                          | N/C             | ✓                      | ✓         |
| NPTV Website  | N/C             | ✓                      | ✓         |
| TVJobs  | N/C             | ✓                      | ✓         |
| 602 COMMUNICATIONS                                  | N/C             |                        |           |
| Broadcast Engineering Magazine**                    | \$567/30        |                        |           |
| CareerBuilder                                       | \$419/30        |                        |           |
| MediaRecruiter.com                                  | \$199/30        |                        |           |
| Memphis Jobs  | \$299/30        |                        |           |
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| National Association of Hispanic Journalists (NABJ) | \$100/30        |                        |           |
| Spots N Dots  | \$297/30        |                        |           |
| Yahoo Hot Jobs                                      | \$349/30        | ✓                      | ✓         |
| TVTechnology.com                                    | \$2 per word/30 |                        |           |

\*\*Cost may vary depending on the length of the ad.

Karen Wells 10/20/10  
 Manager Signature Date  
[Signature] 4/15/11  
 Business Manager Approval Date



WPTY/WLMT/WJKT

**Payroll/Payable Accountant**

Newport Television needs an experienced Payroll/Payable Accountant. Performs all activities necessary to process payroll including entering new hires in the payroll system, posting changes in pay and tax status, checking and auditing timekeeping records for compliance with established standards, maintaining time and attendance records, processing involuntary deductions such as levies and garnishments, and other miscellaneous changes. Also responsible for processing and payment of station accounts payable.

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Please send resume to:

Newport Television, LLC  
Business Manager  
2701 Union Avenue Extended  
Memphis, TN 38112  
HR-BusinessManager@abc24.com

**PLEASE NO PHONE CALLS**

**Equal Opportunity Employer**

A NEWPORT TELEVISION STATION

**OPEN DATE: 10/20/2010**

**CLOSED DATE:**



October 20, 2010

Mr. Curtis Rodgers  
Career Center  
Christian Brothers University  
650 E. Parkway South  
Memphis, TN. 38104

Dear Mr. Rodgers:

The attached information describes the job openings for the following positions:

Payroll/Payable Accountant  
Meteorologist

No telephone calls please. These positions are available immediately and we hope to have them filled as soon as possible.

Sincerely,

Karen Wills  
Business Manager

Enclosure (2)

EOE

19-11



October 20, 2010

Ms. Denita Hedgeman  
LeMoyne Owen College  
Career Services Office  
807 Walker Ave.  
Memphis TN. 38126

Dear Ms. Hedgeman:

The attached information describes the job openings for the following positions:

Payroll/Payable Accountant  
Meteorologist

No telephone calls please. These positions are available immediately and we hope to have them filled as soon as possible.

Sincerely,

A handwritten signature in cursive script that reads 'Karen Wills'.

Karen Wills  
Business Manager

Enclosure (2)

EOE

19-21





October 20, 2010

Mr. David Chamberlain  
Memphis Career Center  
5368 Mendenhall Mall  
Memphis, TN. 38115-4505

Dear Mr. Chamberlain:

The attached information describes the job openings for the following positions:

Payroll/Payable Accountant  
Meteorologist

No telephone calls please. These positions are available immediately and we hope to have them filled as soon as possible.

Sincerely,

A handwritten signature in cursive script that reads 'Karen Wills'.

Karen Wills  
Business Manager

Enclosure (2)

EOE

19-31



October 20, 2010

Brenda Williams  
Southwest Tennessee Community College  
5983 Macon Cove  
Farris Building Rm. 2160  
Memphis, TN. 38134

Dear Ms. Williams:

The attached information describes the job openings for the following positions:

Payroll/Payable Accountant  
Meteorologist

No telephone calls please. These positions are available immediately and we hope to have them filled as soon as possible.

Sincerely,

A handwritten signature in cursive script that reads 'Karen Wills'.

Karen Wills  
Business Manager

Enclosure (2)

EOE

19-41



October 20, 2010

Tonja Baymon  
Employment & Training Manager  
Memphis Urban League  
413 N. Cleveland  
Memphis, TN. 38104

Dear Ms. Baymon:

The attached information describes the job openings for the following positions:

Payroll/Payable Accountant  
Meteorologist

No telephone calls please. These positions are available immediately and we hope to have them filled as soon as possible.

Sincerely,

Karen Wills  
Business Manager

Enclosure (2)

EOE

19-51



October 20, 2010

Ms. Madeleine Taylor  
NAACP  
588 Vance Ave.  
Memphis, TN. 38126

Dear Ms. Taylor:

The attached information describes the job openings for the following positions:

Payroll/Payable Accountant  
Meteorologist

No telephone calls please. These positions are available immediately and we hope to have them filled as soon as possible.

Sincerely,

A handwritten signature in cursive script that reads 'Karen Wills'.

Karen Wills  
Business Manager

Enclosure (2)

EOE

19-61



October 20, 2010

Ms. Joyce Reed  
Tennessee Labor &  
Workforce Development  
1295 Poplar Ave.  
Memphis, TN. 38104

Dear Ms. Reed:

The attached information describes the job openings for the following positions:

Payroll/Payable Accountant  
Meteorologist

No telephone calls please. These positions are available immediately and we hope to have them filled as soon as possible.

Sincerely,

Karen Wills  
Business Manager

Enclosure (2)

EOE

19-71



October 20, 2010

Ms. Alisha Rose Henderson  
University of Memphis  
Director of Career & Development  
400 Wilder Tower  
Memphis, TN. 38152

Dear Ms. Henderson:

The attached information describes the job openings for the following positions:

Payroll/Payable Accountant  
Meteorologist

No telephone calls please. These positions are available immediately and we hope to have them filled as soon as possible.

Sincerely,

Karen Wills  
Business Manager

Enclosure (2)

EOE

19-81



October 20, 2010

Mississippi State University  
Career Center  
P. O. Box P  
Mississippi State, MS. 39762  
Attn: Scott Maynard

Dear Mr. Maynard:

The attached information describes the job openings for the following positions:

Payroll/Payable Accountant  
Meteorologist

No telephone calls please. These positions are available immediately and we hope to have them filled as soon as possible.

Sincerely,

Karen Wills  
Business Manager

Enclosure (2)

EOE

19-91



October 20, 2010

S. B. Kyle  
Operation PUSH  
704 S Parkway E.  
Memphis, TN. 38106

Dear Mr. Kyle:

The attached information describes the job openings for the following positions:

Payroll/Payable Accountant  
Meteorologist

No telephone calls please. These positions are available immediately and we hope to have them filled as soon as possible.

Sincerely,

Karen Wills  
Business Manager

Enclosure (2)

EOE

20-11





October 20, 2010

Sue Crawley  
Mid-South Women's Connection  
2750 Darlington Cove  
Memphis, TN. 38118

Dear Ms. Crawley:

The attached information describes the job openings for the following positions:

Payroll/Payable Accountant  
Meteorologist

No telephone calls please. These positions are available immediately and we hope to have them filled as soon as possible.

Sincerely,

Karen Wills  
Business Manager

Enclosure (2)

EOE

20-21



October 20, 2010

Felicia Lee  
Tennessee Technology  
550 Alabama  
Memphis, TN. 38105

Dear Ms. Lee:

The attached information describes the job openings for the following positions:

Payroll/Payable Accountant  
Meteorologist

No telephone calls please. These positions are available immediately and we hope to have them filled as soon as possible.

Sincerely,

Karen Wills  
Business Manager

Enclosure (2)

EOE

20-41



October 20, 2010

Bobbi Oliver  
Mississippi Dept. of Employment Security  
P. O. Box 186  
Southaven, MS 38671

Dear Bobbi Oliver:

The attached information describes the job openings for the following positions:

Payroll/Payable Accountant  
Meteorologist

No telephone calls please. These positions are available immediately and we hope to have them filled as soon as possible.

Sincerely,

Karen Wills  
Business Manager

Enclosure (2)

EOE

20-61



October 20, 2010

SRVS  
3592 Knight Arnold  
Memphis, TN. 38118  
Attn: Donna Palmer – Director

Dear Ms. Palmer:

The attached information describes the job openings for the following positions:

Payroll/Payable Accountant  
Meteorologist

No telephone calls please. These positions are available immediately and we hope to have them filled as soon as possible.

Sincerely,

Karen Wills  
Business Manager

Enclosure (2)

EOE

20-71



October 20, 2010

Bridges, USA  
477 N. Fifth Street  
Memphis, TN. 38105  
Attn: MaryAn Mercer  
Business Development

Dear Ms. Mercer:

The attached information describes the job openings for the following positions:

Payroll/Payable Accountant  
Meteorologist

No telephone calls please. These positions are available immediately and we hope to have them filled as soon as possible.

Sincerely,

A handwritten signature in cursive script that reads 'Karen Wills'.

Karen Wills  
Business Manager

Enclosure (2)

EOE

20-81



October 20, 2010

Arkansas Department of Employment Security  
Career Services Office  
P. O. Box 1928  
West Memphis, AR 72303  
Attn: Yolanda Macklin

Dear Ms. Macklin:

The attached information describes the job openings for the following positions:

Payroll/Payable Accountant  
Meteorologist

No telephone calls please. These positions are available immediately and we hope to have them filled as soon as possible.

Sincerely,

Karen Wills  
Business Manager

Enclosure (2)

EOE

20-91



October 20, 2010

Kristie Johnson  
UCP/Memphis Works  
4189 Leroy  
Memphis, TN: 38108

Dear Ms. Johnson:

The attached information describes the job openings for the following positions:

Payroll/Payable Accountant  
Meteorologist

No telephone calls please. These positions are available immediately and we hope to have them filled as soon as possible.

Sincerely,

A handwritten signature in cursive script that reads 'Karen Wills'.

Karen Wills  
Business Manager

Enclosure (2)

EOE

21-11



October 20, 2010

Memphis City Schools  
Telecommunications Center  
2485 Union Avenue  
Memphis, TN. 38112  
Attn: Evelyn McGuire

Dear Ms. McGuire:

The attached information describes the job openings for the following positions:

Payroll/Payable Accountant  
Meteorologist

No telephone calls please. These positions are available immediately and we hope to have them filled as soon as possible.

Sincerely,

Karen Wills  
Business Manager

Enclosure (2)

EOE

21-21





## jobs

tv

radio

web

news

sales

engineering and technology

marketing and promotions

management

administrative

## TAB NEWS

**October 13 - First "Jack FM" to go #1 in America**  
From Taylor on Radio-Info,  
October 12, 2010 Nashville's [...]

**September 28 - TAB October 2010 Newsletter**  
The October TAB Newsletter can be accessed by clicking [...]

**September 08 - Fletcher, Heald & Hildreth TAB Membership Memorandum**  
Each month the D.C. Law Firm of Fletcher, [...]

[MORE NEWS >](#)

## TAB EVENTS

**September 01 - Expect More Achieve More Campaign**  
"Expect More, Achieve More" is a public-awareness [...]

**September 14 - National Kidney Foundation Walk April 9, 2011**  
One in nine people has chronic kidney disease and [...]

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## career

jobs - tv

### Payroll/Payable Accountant

21 OCTOBER 2010

**Type:** Tv  
**Organization:** Newport Television - WPTY/WLMT/WJKT  
**Location:** Memphis, TN  
**Description:** Newport Television needs an experienced Payroll/Payable Accountant. Performs all activities necessary to process payroll including entering new hires in the payroll system, posting changes in pay and tax status, checking and auditing timekeeping records for compliance with established standards, maintaining time and attendance records, processing involuntary deductions such as levies and garnishments, and other miscellaneous changes. Also responsible for processing and payment of station accounts payable.

Minimum requirements: 3- 5 years of hands on experience in processing payroll. Computer, communication and organizational skills are a must. Excel, Word and 10 key required. ADP Payforce experience preferred. Must be detail-oriented, able to multi-task.

**Contact:** Please send resume to:  
  
Newport Television, LLC  
Business Manager  
2701 Union Avenue Extended  
Memphis, TN 38112  
  
HR-BusinessManager@abc24.com

PLEASE NO PHONE CALLS

Equal Opportunity Employer

A NEWPORT TELEVISION STATION

Posted In: CAREER : JOBS : TV

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[LEARN MORE](#)

**NATIONAL GUARD**  
1-800-GO-GUARD.com



October 20, 2010

Sheree Hudgins  
University of Memphis  
Department of Communication Arts  
143 Theatre Comm. Building  
Memphis, TN. 38152-3150

Dear Ms. Hudgins:

The attached information describes the job openings for the following positions:

Payroll/Payable Accountant  
Meteorologist

No telephone calls please. These positions are available immediately and we hope to have them filled as soon as possible.

Sincerely,

A handwritten signature in cursive script that reads 'Karen Wills'.

Karen Wills  
Business Manager

Enclosure (2)

EOE

21-41



October 20, 2010

Athens State College  
Career Services  
300 North Beaty Street  
Athens, AL. 36511  
Attn: Larry Keenum

Dear Mr. Keenum:

The attached information describes the job openings for the following positions:

Payroll/Payable Accountant  
Meteorologist

No telephone calls please. These positions are available immediately and we hope to have them filled as soon as possible.

Sincerely,

Karen Wills  
Business Manager

Enclosure (2)

EOE

21-61



October 20, 2010

Dr. Ralph Braseth  
Student Media Center  
University of Mississippi  
201 Bishop  
University, MS 38677

Dear Dr. Braseth:

The attached information describes the job openings for the following positions:

Payroll/Payable Accountant  
Meteorologist

No telephone calls please. These positions are available immediately and we hope to have them filled as soon as possible.

Sincerely,

A handwritten signature in cursive script that reads 'Karen Wills'.

Karen Wills  
Business Manager

Enclosure (2)

EOE

21-71



October 20, 2010

Lisa Gooden  
Career Services  
University of Mississippi  
303 Martindale Hall  
University, MS 38677

Dear Ms. Gooden:

The attached information describes the job openings for the following positions:

Payroll/Payable Accountant  
Meteorologist

No telephone calls please. These positions are available immediately and we hope to have them filled as soon as possible.

Sincerely,

Karen Wills  
Business Manager

Enclosure (2)

EOE

21-81



October 20, 2010

Rust College  
Wayne Fiddis  
Mass Communication Center  
150 Rust Avenue  
Holly Springs, MS 38635

Dear Mr. Fiddis:

The attached information describes the job openings for the following positions:

Payroll/Payable Accountant  
Meteorologist

No telephone calls please. These positions are available immediately and we hope to have them filled as soon as possible.

Sincerely,

A handwritten signature in cursive script that reads 'Karen Wills'.

Karen Wills  
Business Manager

Enclosure (2)

EOE

21-91



October 20, 2010

University of Memphis  
Herff College of Engineering  
201 Engineering Adm. Building  
Memphis, TN. 38152-3170  
Attn: Shelia Moses

Dear Ms. Moses:

The attached information describes the job openings for the following positions:

Payroll/Payable Accountant  
Meteorologist

No telephone calls please. These positions are available immediately and we hope to have them filled as soon as possible.

Sincerely,

A handwritten signature in cursive script that reads 'Karen Wills'.

Karen Wills  
Business Manager

Enclosure (2)

EOE

22-11



**Email to: Carolyn Edwards – [carolyne@astate.edu](mailto:carolyne@astate.edu)**

October 20, 2010

Arkansas State University  
Carolyn Edwards  
Career Services  
P. O. Box 2490  
State University, AR. 72467

Dear Ms. Edwards:

The attached information describes the job openings for the following positions:

Payroll/Payable Accountant  
Meteorologist

No telephone calls please. These positions are available immediately and we hope to have them filled as soon as possible.

Sincerely,

Karen Wills  
Business Manager

Enclosure (2)

EOE

22-21





October 20, 2010

Mississippi University for Women  
Towanda Williams  
Career Services  
1100 College St.  
W 1624  
Columbus, MS 39701

Dear Ms. Williams:

The attached information describes the job openings for the following positions:

Payroll/Payable Accountant  
Meteorologist

No telephone calls please. These positions are available immediately and we hope to have them filled as soon as possible.

Sincerely,

A handwritten signature in cursive script that reads 'Karen Wills'.

Karen Wills  
Business Manager

Enclosure (2)

EOE

22-31



October 20, 2010

Northwest Community College  
4975 Hwy. 51 N  
Senatobia, MS 38635  
Attn: Kristin Watson

Dear Ms. Watson:

The attached information describes the job openings for the following positions:

Payroll/Payable Accountant  
Meteorologist

No telephone calls please. These positions are available immediately and we hope to have them filled as soon as possible.

Sincerely,

A handwritten signature in cursive script that reads 'Karen Wills'.

Karen Wills  
Business Manager

Enclosure (2)

EOE

22-51



October 20, 2010

American Sportscasters Association  
225 Broadway  
New York, NY 10007  
Attn: Pat Turturro

Dear Mr. Turturro:

The attached information describes the job openings for the following positions:

Payroll/Payable Accountant  
Meteorologist

- No telephone calls please. These positions are available immediately and we hope to have them filled as soon as possible.

Sincerely,

A handwritten signature in cursive script that reads "Karen Wills".

Karen Wills  
Business Manager

Enclosure (2)

EOE

22-61

**Milton, Freddie**

---

**From:** Milton, Freddie  
**Sent:** Wednesday, October 20, 2010 4:24 PM  
**To:** angela.poole@remingtoncollege.edu; carolyne@astate.edu; jlpalmer@itt-tech.edu;  
oakesa@rhodes.edu; vcrump@lanecollege.edu  
**Subject:** Payroll/Payable Accountant and Meteorologist  
**Attachments:** JOB DES. FOR Posting for Accounts Payable-Payroll Clerk (2).doc; JOB DES. FOR  
Meteorologist.doc

Good Afternoon:

The attached information describes the job openings for the following positions:

Payroll/Payable Accountant  
Meteorologist

No telephone calls please. These positions are available immediately and we hope to have them filled as soon as possible.

**Freddie Milton**  
**Administrative Assistant**  
**WPTY/WLMT/WJKT**  
**2701 Union Avenue Extended**  
**Memphis, TN 38112**  
**Tel: 901-323-2430**  
**Fax: 901-323-9503**

*And do not be conformed of this world, but be transformed by the renewing of your mind,  
that you may prove what is that good and acceptable and perfect will of God. Romans 12: 2*



Email: [jlpalmer@itt-tech.edu](mailto:jlpalmer@itt-tech.edu)

October 20, 2010

Jamie Palmer  
Career Services  
ITT Technical Institute  
7260 Goodlett Farms Parkway  
Cordova, TN 38016

Dear Ms. Palmer:

The attached information describes the job openings for the following positions:

Payroll/Payable Accountant  
Meteorologist

No telephone calls please. These positions are available immediately and we hope to have them filled as soon as possible.

Sincerely,

Karen Wills  
Business Manager

Enclosure (2)

EOE

22-71



Email: [angela.poole@remingtoncollege.edu](mailto:angela.poole@remingtoncollege.edu)

October 20, 2010

Remington College Memphis Campus  
2710 Nonconnah Blvd.  
Memphis, TN 38132  
Attn: Angela Poole  
Career Services Representative

Dear Ms. Poole:

The attached information describes the job openings for the following positions:

Payroll/Payable Accountant  
Meteorologist

No telephone calls please. These positions are available immediately and we hope to have them filled as soon as possible.

Sincerely,

Karen Wills  
Business Manager

Enclosure (2)

EOE

22-81



Email to: [oakesa@rhodes.edu](mailto:oakesa@rhodes.edu)

October 20, 2010

Rhodes College  
2000 North Parkway  
Memphis, TN 38112-1690  
Attn: Amy Oakes  
Asst. Director of Career Services

Dear Ms. Oakes:

The attached information describes the job openings for the following positions:

Payroll/Payable Accountant  
Meteorologist

No telephone calls please. These positions are available immediately and we hope to have them filled as soon as possible.

Sincerely,

Karen Wills  
Business Manager

Enclosure (2)

EOE

22-91

**FRONT DESK**



**WPTY/WLMT/WJKT**

**Payroll/Payable Accountant**

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Newport Television, LLC  
Business Manager  
2701 Union Avenue Extended  
Memphis, TN 38112  
HR-BusinessManager@abc24.com

**PLEASE NO PHONE CALLS**

**Equal Opportunity Employer**

**A NEWPORT TELEVISION STATION**

*Open date: 10-20-10*

*Closed Date  
11-23-10*

*Hired: Jennifer Sargent  
11-29-10*



SECOND FLOOR – G & A



WPTY/WLMT/WJKT

**Payroll/Payable Accountant**

Newport Television needs an experienced Payroll/Payable Accountant. Performs all activities necessary to process payroll including entering new hires in the payroll system, posting changes in pay and tax status, checking and auditing timekeeping records for compliance with established standards, maintaining time and attendance records, processing involuntary deductions such as levies and garnishments, and other miscellaneous changes. Also responsible for processing and payment of station accounts payable.

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Business Manager  
2701 Union Avenue Extended  
Memphis, TN 38112  
HR-BusinessManager@abc24.com

**PLEASE NO PHONE CALLS**

**Equal Opportunity Employer**

**A NEWPORT TELEVISION STATION**

FIRST FLOOR - SALES



WPTY/WLMT/WJKT

**Payroll/Payable Accountant**

Newport Television needs an experienced Payroll/Payable Accountant. Performs all activities necessary to process payroll including entering new hires in the payroll system, posting changes in pay and tax status, checking and auditing timekeeping records for compliance with established standards, maintaining time and attendance records, processing involuntary deductions such as levies and garnishments, and other miscellaneous changes. Also responsible for processing and payment of station accounts payable.

Minimum requirements: 3- 5 years of hands on experience in processing payroll. Computer, communication and organizational skills are a must. Excel, Word and 10 key required. ADP Payforce experience preferred. Must be detail-oriented, able to multi-task.

Please send resume to:

Newport Television, LLC  
Business Manager  
2701 Union Avenue Extended  
Memphis, TN 38112  
HR-BusinessManager@abc24.com

**PLEASE NO PHONE CALLS**

**Equal Opportunity Employer**

**A NEWPORT TELEVISION STATION**



WPTY/WLMT/WJKT

**Payroll/Payable Accountant**

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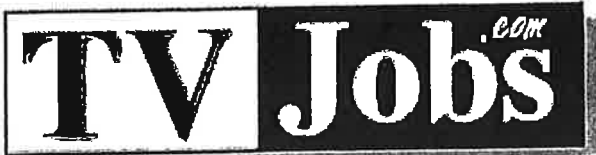
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**Equal Opportunity Employer**

**A NEWPORT TELEVISION STATION**



Broadcast Employment Services



WPTY (ABC) Memphis, Tennessee

**Position** Payroll/Payable Accountant  
**Station Ownership** Newport Television  
**Reference #** TVJ#34140301  
**Type** Television  
**Full / Part** Full Time - Regular  
**Experience** 3 to 5 Years Minimum  
**Posted** 10/21/2010  
**Closes** 11/21/2010  
**Time Left** 31 Days  
**DMA** #50  
**Found In** Accounting - Accounts Payable



## Payroll/Payable Accountant

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Minimum requirements: 3- 5 years of hands on experience in processing payroll. Computer, communication and organizational skills are a must. Excel, Word and 10 key required. ADP Payforce experience preferred. Must be detail-oriented, able to multi-task.

Please send resume to:



## Supplemental Information

**Salary Type**  
**Salary Range**  
**Starting Salary / Year**  
**Starting Salary / Hour**  
**Job Type** Full Time - Regular  
**Hours**  
**Workweek**  
**Scheduled on Holidays**  
**Start Date** Immediately  
**Probation Period**  
**Benefits**  
**Benefit Premium**  
**401K Plan**  
**Vacation**  
**Paid Sick Leave**  
**Phone Calls**  
**Agent Phone Calls**  
**Résumé**  
**Cover Letter**  
**References**  
**Salary History**  
**Tape / Reel**  
**Tape Format**  
**Tape Return**  
**Director's Track**  
**FAX Résumé** No  
**TVJobs.com E-Résumé** Yes  
**Degree Required**  
**Contract Required**

# Payroll/Payable Accountant - Memphis, TN

Last Update: 9:00 am

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## **PAYROLL/PAYABLE ACCOUNTANT**

Newport Television in Memphis, TN needs an experienced Payroll/Payable Accountant. This position is responsible for performing the following activities necessary to process payroll:

- Entering new hires in the payroll system
- Posting changes in pay and tax status
- Checking and auditing timekeeping records for compliance with established standards
- Maintaining time and attendance records
- Processing involuntary deductions such as levies and garnishments
- Other miscellaneous changes

This position is also responsible for processing and payment of station accounts payable. Requirements include a minimum of 3-5 years of hands-on experience in processing payroll, and proficiency in Excel, Word, and 10-key. Attention to detail and multi-tasking abilities are essential, as well as computer, communication, and organizational skills. ADP Payforce experience is preferred.

Please send resume to:

Newport Television, LLC  
Business Manager  
2701 Union Avenue Extended  
Memphis, TN 38112

Or email to [HR-BusinessManager@abc24.com](mailto:HR-BusinessManager@abc24.com)

**NO PHONE CALLS, PLEASE**

***Newport Television LLC is an Equal Opportunity Employer. It is the policy of Newport Television not to discriminate in its employment and personnel policies because of a person's sex, age, race, religion, color, marital status, sexual orientation, citizenship status for legal residents, disability or national or ethnic origin, or other protected class.***

## Payroll/Payable Accountant

Published: 10/20 4:42 pm

Updated: 10/20 4:51 pm

Newport Television Memphis is currently looking for an experienced Payroll/Payable Accountant. This position performs all activities necessary to process payroll including entering new hires in the payroll system, posting changes in pay and tax status. This role is also responsible for checking and auditing timekeeping records for compliance with established standards. Other duties include maintaining time and attendance records, processing involuntary deductions such as levies and garnishments and other miscellaneous changes. Also responsible for processing/payment of station accounts payable.

Minimum requirements: 3-5 years hands on experience in processing payroll. Computer, communication and organizational skills are a must. Excel, Word and 10 key experience required. ADP Payforce experience a plus. Must be detail-oriented and able to multi-task.

**Please send resume to:**

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HR-BusinessManager@abc24.com

PLEASE NO PHONE CALLS

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A NEWPORT TELEVISION STATION

[Home](#) > [Jobs](#) > [Job Detail](#)

## Job Statistics

Job Statistics show the response to your job

| Job Performance   |   | Resume Pool |     | Posting History |                |
|-------------------|---|-------------|-----|-----------------|----------------|
| What's this       |   |             |     |                 |                |
| Searches          | 0 | Sourced     | 0   | Created         | 21 Oct 10      |
| Views             | 0 | Received    | 0   | Last Edited     | 21 Oct 10      |
| Apply clicks      | 0 | Deleted     | (0) | Last Refreshed  | Not applicable |
| Completed Applies | 0 | Total       | 0   | Expires         | 20 Nov 10      |

## Job Detail

Job seekers see the following job listing.

## Payroll/Payable Accountant

|                   |                            |
|-------------------|----------------------------|
| Job ID:           |                            |
| Position Type:    | Full-Time, Employee        |
| Company Name:     | Newport Television         |
| Location:         | Memphis, TN                |
| Hourly Salary:    | Unspecified                |
| Date Posted:      | October 21, 2010           |
| Experience Level: | 2-5 Years                  |
| Education Level:  | High School (HS) Preferred |
| Travel Amount:    | Negligible                 |



Specialized Financial Staffing

October 28, 2010

KAREN WILLIS  
NEWPORT TELEVISION  
2701 UNION AVENUE EXT D  
MEMPHIS, TN 38112

Job Order Number: 03940-105679

Dear Karen,

Thank you for selecting Accountemps to meet your staffing needs. [redacted] is scheduled to start with Newport Television as a Payroll Clerk on 10-27-2010. Please find the enclosed General Conditions of Assignment and Terms of Payment for your review.

Your signature on the timesheet of [redacted] will indicate you have read and agree to the Accountemps General Conditions of Assignment and Terms of Payment.

Accountemps specializes in the placement of highly skilled accounting and financial professionals on a temporary and temp-to-full-time basis. We are a division of Robert Half International Inc., the world's leader in specialized consulting and staffing services since 1948.

Please do not hesitate to contact us if you have any questions or we can be of additional service. We look forward to working with you.

Sincerely,

Accountemps  
22 N Front St  
Suite 1000  
Memphis, TN 38103  
(800) 803-8367





October 28, 2010

KAREN WILLIS  
NEWPORT TELEVISION  
2701 UNION AVENUE EXT D  
MEMPHIS, TN 38112

Job Order Number: 03940-105672

Dear Karen,

Thank you for selecting Accountemps to meet your staffing needs. is scheduled to start with Newport Television as a Payroll Clerk on 10-25-2010. Please find the enclosed General Conditions of Assignment and Terms of Payment for your review.

Your signature on the timesheet of . will indicate you have read and agree to the Accountemps General Conditions of Assignment and Terms of Payment.

Accountemps specializes in the placement of highly skilled accounting and financial professionals on a temporary and temp-to-full-time basis. We are a division of Robert Half International Inc., the world's leader in specialized consulting and staffing services since 1948.

Please do not hesitate to contact us if you have any questions or we can be of additional service. We look forward to working with you.

Sincerely,

Accountemps  
22 N Front St  
Suite 1000  
Memphis, TN 38103  
(800) 803-8367



October 13, 2010

KAREN WILLIS  
NEWPORT TELEVISION  
2701 UNION AVENUE EXT D  
MEMPHIS, TN 38112

Job Order Number: 03940-105654

Dear Karen,

Thank you for selecting Accountemps to meet your staffing needs. is scheduled to start with Newport Television as an Accounting Clerk on 10-13-2010. Please find the enclosed General Conditions of Assignment and Terms of Payment for your review.

Your signature on the timesheet of will indicate you have read and agree to the Accountemps General Conditions of Assignment and Terms of Payment.

Accountemps specializes in the placement of highly skilled accounting and financial professionals on a temporary and temp-to-full-time basis. We are a division of Robert Half International Inc., the world's leader in specialized consulting and staffing services since 1948.

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